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FM AMEMBASSY MANILA
TO RUEHC/SECSTATE WASHDC 3651
RUEHHI/AMEMBASSY HANOI 6644

UNCLAS MANILA 000674

Note - PII Data Removed

FOR HR/CDA/CAO

FROM COUNSELOR FOR MANAGEMENT AFFAIRS CATHERINE I. EBERT-GRAY

E.O. 12958: N/A

TAGS: APER RP

SUBJECT: WELCOME TO MANILA - CONTACT INFORMATION

¶1. I am pleased to learn of your assignment to Manila as Management Officer. We look forward to your arrival and the essential support you will provide our Mission team. While Manila is a differential post, I am sure you will find living and working here a socially vibrant, colorful, and professionally rewarding experience.

¶2. Prior to your arrival, you may have a number of questions about life and work in Manila. Please feel free to contact us at:

TEL: (63)(2) 301-2000
FAX: (63)(2) 301-2373

Our two website addresses are:

Internet: <http://manila.usembassy.gov>

Intranet: <http://manila.state.gov>

HUMAN RESOURCES OFFICE

Your primary Management Section contact until your arrival is Supervisory Human Resources Officer Graham L. Webster.

Extension: 2386
E-Mail: WebsterGL@state.gov
Human Resources E-Mail: MNLPER@STATE.GOV

GSO HOUSING OFFICE

Please contact our Housing Office at
ManilaHousing@state.gov, or by phone at (632) 301-2863.

GSO PROPERTY AND SUPPLY

For GSO residential furniture and furnishings questions, please contact Joseph W. Vasquez.

Extension: 2811
E-mail: VasquezJW@STATE.GOV

GSO TRAVEL OFFICE

For assistance related to your travel to post, please contact our Travel Assistant, Ms. Rani Ibasco.

Extension: 2015
E-Mail: IBASCORT@STATE.GOV

GSO TRANSPORTATION

For Customs, Shipping, and Pet Importation questions, General Services Officer Paul S. Dever can best assist you.

Extension: 2867
E-Mail: DEVERPS@STATE.GOV

Note: Dispatch Agencies are encountering longer lead times to book freight aboard vessels departing the United States. This may delay the arrival of your HHE and POV. Please plan accordingly.

COMMUNITY LIAISON OFFICE

Manila's CLO Office provides answers to frequently asked questions (FAQs) on Post's CLO State intranet site - please check it out! If you plan to enroll children in school here, please contact CLO Coordinator Clarissa T. Allen who will be pleased to assist and advise you concerning pre-arrival enrollment and registration requirements.

Family members interested in employment in the Philippines should contact CLO.

Extension: 2845
E-Mail: AllenCT@state.gov

13. EMBASSY ADDRESS & MAIL INFORMATION

Current mail operations are comparable to the USPS. All services are available, including certified, insured, and registered mail, Priority and Express mail, international mail, money orders, and claims service. Average mailing times to the U.S. are 8 days for Standard Mail, 3-5 days for Priority Mail, and 2-3 days for Express Mail.

Your FPO mailing address will be:

YOUR NAME
PSC 500 BOX 4
FPO AP 96515

Note: Please do not include "U.S. Embassy Manila" or "The Philippines" in the FPO mail address as this will cause routing into the local post office and delay delivery.

Your international mail address will be:

YOUR NAME
OFFICE/SECTION
U.S. Embassy Manila
1201 Roxas Boulevard
Ermita, Manila
Philippines 1000

Official pouch (mail is irradiated) address is:

YOUR NAME
Department of State
8600 Manila Place
Washington, DC 20521-8600
Personal pouch (mail is irradiated) address is:

YOUR NAME
Department of State
8600 Manila Place
Dulles, VA 20189-8600

14. OFFICIAL COMPUTER ACCOUNTS

Your unclassified (state.gov) and classified (state.sgov.gov) computer accounts must be moved from your current bureau/post to Manila. This process involves your current bureau/post, State, and Manila, and can take several days to complete. You must take certain steps before departing to allow the process to begin, otherwise the process cannot begin until you arrive in Manila, and you will spend your first several days here without computer accounts.

Your accounts cannot be moved if your mailboxes have too many emails. It is imperative that your emails be pared down as much as possible before you depart your current bureau/post, and your email addresses be removed from distribution lists.

Please contact your current IRM/IM sections for details and advice.
POCs in Manila are:

Manila ISC Support Desk (on OpenNet) for unclassified accounts;

Manila IPC Helpdesk (on ClassNet) for classified
accounts.

15. ARRIVAL PLAN

Please advise post of the following information as soon as possible:

1) expected arrival date and flight information; 2) number of accompanying family members and/or members of household; 3) the name, date of birth, sex, and grade of each school age family member; and 4) number and kinds of accompanying pets.

Again, congratulations on your assignment to Manila.

We look forward to meeting you.

KENNEY